

MARYLAND STATE DEPARTMENT OF EDUCATION
PRELIMINARY 2016-2017 Calendar of Document Due Dates
 Program Improvement and Family Support Branch
PROGRAM IMPROVEMENT GRANTS

TITLE I, PART A (Director & MSDE Points of Contact)				
Document	Description	Submission Format	Notes	Date due to MSDE
Title I Application for SY 2016-2017 Funds	Title I, Part A provides funds to LEAs to support the academic needs of students that reside in high poverty schools.	Title I Application will not be submitted as part of the Annual Master Plan Update. It will be a stand-alone document. Electronic and Hard Copy	MSDE will accept Application Submissions between June 30, 2016-August 30, 2016. MSDE Title I Points of Contact will provide written and verbal feedback to the LEA regarding sufficiency of the submission. The FINAL LEA signed copy of the approved application and an electronic (thumb drive) must be submitted to the Program Improvement and Family Support Branch Director	First Submission August 1, 2016 August 1-August 31, 2016 Final Submission September 30, 2016
Comparability Report for SY 2016-2017	Federal law requires that all LEAs document that the services provided with state and local funds in Title I schools are comparable to those provided in non-Title I schools in the LEA.	Signed hard copy report and electronic version sent to Sharon Williamson	Form A with signatures, and appropriate Title I schools comparisons to non-Title I schools forms as outlined in the guidance. Forms must be submitted along with evidence of change.	December 1, 2016
Grant Amendments	Amendments must be sent for: 1) changes to the Grant Period; 2) reallocation of funds to a different category/program and/or object, (\$1,000 or 15% of the total object, program, or category of expenditure, <i>whichever is greater</i>); 3) increases the amount of the grant; 4) programmatic change; or 5) change of address, fiscal agent or grant manager.	Original copy	For all grants	Amendments must be submitted at least 45 days prior to the end of the grant period.

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Title I, Part A - Carryover Report for SY 2016-2017	Section 1127(a) of ESEA permits a school system to carryover not more than 15% of Title I funds from one fiscal year to the next.	Hard copy including the Allocation Worksheet and Electronic version to Specialists	Estimate Carryover Allocation Worksheet (Table 7-11) Final Carryover Report in hardcopy	December 12, 2016
Title I Final Fiscal Report	LEA final fiscal report for FAIN S010A150020			December 30, 2016
Title I Interim Report	LEA interim progress report for FAIN S010A160020			October 30, 2016
Participation Report for 2016-2017	Data collected on student and school demographics, compiled, and sent in the Consolidated State Performance Report and EdFacts/Education Data Exchange Network (EDEN) files to USDE.	Excel data collection tool updated annually	LEA also prepares Excel student level files for upload to the SST: Private, TAS, SWP 0-2, and Local Neglected. These are used to verify data in the aggregate report.	August 8, 2016

TURNAROUND GRANTS

TITLE I, PART A - SCHOOL IMPROVEMENT GRANTS 1003(a) FOCUS SCHOOLS GRANTS (Gail Clark Dickson)				
Document	Description	Submission Format	Notes	Date due to MSDE
1003(a) Focus Schools Grant	Up to \$4,920,000 one year grant for schools identified as Focus Schools under Maryland's ESEA Flexibility Plan. Focus Schools may request \$30,000 to \$120,000 to implement activities/strategies to help to close the achievement gap.	Completed electronic copies of applications will be reviewed by peer reviewers June 1-14, 2016. LEAs will submit hard copies of approved applications.	Interim and final reports will be due. Grantees must submit: <ul style="list-style-type: none"> ● Interim Progress Report ● Final Progress Report ● Final Financial Report 	May 27, 2016

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TITLE I, PART A - SCHOOL IMPROVEMENT GRANTS 1003(g)
SCHOOL IMPROVEMENT GRANTS (SIG)
(Gail Clark Dickson)

Document	Description	Submission Format	Notes	Date due to MSDE
1003(g) School Improvement Grant, SIG III	<p>Cohort SIG III Schools remain in Prince George's and Baltimore City for SY 2016 - 2017.</p> <p>All Cohort SIG III schools are funded from July 1, 2014 - September 30, 2017.</p>	<p>Electronic submissions for review</p> <p>Final submissions are hard copies</p>	<p>This is the final year of SIG funding</p> <p>MSDE monitoring teams will conduct three monitoring</p> <p>MSDE Leads will conduct three LEA program and fiscal monitoring</p>	<p><u>June 1, 2016</u>, LEAs submit intervention plans for review</p> <p><u>July 22 – August 5</u> Final review and approval of intervention plans</p> <p><u>August 22, 2016</u>, Schools begins implementation of school intervention plans</p> <p>Monthly fiscal reports, are due the 15th of each month</p> <p>Quarterly Reports</p>
1003(g) School Improvement Grant, SIG IV	<p><u>May 26, 2016</u>, MSDE submitted application to USDE for approval</p> <p>Eligibility based on LEAs demonstrating the strongest need and the capacity to provide support</p> <p>Funding available for: Pre-Implementation (1 year, 2016 - 2017) Full Implementation (3 years, 2017 - 2020) Sustainability (1 year, 2020 - 2021)</p>			<p><u>July 21 2016</u> SIG IV Orientation</p> <p><u>July 29, 2016</u> LEAs' Letter of Intent</p> <p><u>August 12, 2016</u> Pre-Implementation Application & Budget Narrative due</p> <p><u>August 15 – 31, 2016</u> Application Review</p> <p><u>September 2016</u> Notification of approval/denial</p> <p><u>September/October</u> First monitoring visit</p> <p>Monthly fiscal reports, are due the 15th of each month</p> <p>Quarterly Reports</p>

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New Priority Schools
Funded through Title I, Part A, 1003 (a)
(Gail Clark Dickson)

Document	Description	Submission Format	Notes	Date due to MSDE
1003(a) New Priority Schools	<p>New Priority Schools are:</p> <ul style="list-style-type: none"> • Title I Schools performing among the lowest 5% • Title I High Schools with a graduation rate below 67% <p>LEAs:</p> <ul style="list-style-type: none"> • Baltimore City Public Schools • Baltimore County Public Schools • Prince George's County Public Schools <p>One year grant for SY 2016 - 2017</p>	<p>Electronic submissions for review</p> <p>Final submissions are hard copies</p>	<p>MSDE monitoring teams will conduct three monitoring</p> <p>MSDE Leads will conduct three LEA program and fiscal monitoring</p>	<p><u>June 1, 2016,</u> LEAs submit intervention plans and needs assessment for review</p> <p><u>July 22 – August 5</u> Final review and approval of intervention plans</p> <p><u>August 22, 2016,</u> Schools begins implementation of school intervention plans</p> <p>Monthly fiscal reports, are due the 15th of each month</p> <p>Quarterly Reports</p>

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SUPPORT FOR AT-RISK POPULATIONS GRANTS

**TITLE I, PART C - MIGRANT EDUCATION
(TBD)**

Document	Description	Submission Format	Notes	Date due to MSDE
Title I, Part C Migrant Education	MEP Performance Report (LEA)	1 hard Copy and 1 electronic	Reports are completed by LEA receiving grants	August 15, 2016
<u>Data Collection</u> Pam Bennett	Migrant Project Applications	1 Hard Copy Original Signatures, as well as Electronic	Two regional applications (Somerset and Queen Anne's Counties)	May 1, 2016
<u>Data Collection</u> Kristi Peters	Federal Reporting in Consolidated State Performance Report and EdFacts/Education Data Exchange Network (EDEN) files to USDE.	Data download from Pam into Excel format for preparation for submission to EDEN and CSPR	Annual participation data for federal submission	December 1, 2016

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TITLE I, PART D—NEGLECTED AND DELINQUENT
(Valerie Ashton-Thomas)

Document	Description	Submission Format	Notes	Date due to MSDE
Subpart 2 Title I, Part D Neglected and Delinquent	Title I, Part D, Subpart 2 - LEA Application of the Master Plan to ensure federal programmatic and fiduciary compliance and to issue grant awards.	Master Plan Title I Part D ND Application	First submission Final submission hard copy, and signed C-1-25 & Assurance with Master Plan Grant NOGA processed following the final approved application submission.	August 5, 2016 August 26, 2016.
	Fiscal Monitoring and Compliance	Hard copy and electronic	Reports submitted by LEAs Interim Final	March 31, 2017 November 30, 2017 November 4, 2016
	Annual Program Evaluation	Hard copy and electronic copy	Reports submitted by LEAs	December 31, 2017
Data Collection Kristi Peters	Federal Reporting in Consolidated State Performance Report and EdFacts/Education Data Exchange Network (EDEN) files to USDE.	Excel data collection tool	Annual participation data for federal submission	December 9, 2016
	Annual Count for funding purposes	Data collection forms from USDE and NDTAC	Annual point in time count for both Subpart I and Subpart 2	
Subpart 1 Title I, Part D Neglected and Delinquent	Title I, Part D, Subpart I - State Agencies to ensure federal programmatic and fiduciary compliance and to issue grant awards.	Electronic and Hard Copy	Final submission hard copy, and signed C-1-25 & Assurance Grant NOGA processed following the final approved application submission	August 19, 2016

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Data Collection Kristi Peters	Fiscal Monitoring and Compliance	Hard copy and electronic	Reports submitted by State Agencies Interim Final	Reports submitted by LEAs Interim Final
	Annual Program Evaluation	Hard copy and electronic copy	Reports submitted by State Agencies Interim Final	December 31, 2017
	Federal Reporting in Consolidated State Performance Report and EdFacts/Education Data Exchange Network (EDEN) files to USDE. Annual Count for funding purposes	Excel data collection tool Data collection forms from USDE and NDTAC		November 4, 2016 December 9, 2016

McKinney-Vento Education for Homeless Children and Youth Grants
(Valerie Ashton-Thomas)

Document	Description	Submission Format	Notes	Date due to MSDE
McKinney-Vento Education for Homeless Children and Youth	Title I, Part A and McKinney-Vento sub-grants to ensure federal programmatic and fiduciary compliance and to issue grant awards.	Electronic and Hard Copy	Final submission hard copy, and signed C-1-25 & Assurance Grant NOGA processed following the final approved application submission.	August 22, 2016
	Fiscal Monitoring and Compliance	Electronic and Hard Copy	Reports submitted by LEAs Interim Final	March 31, 2017 November 30, 2017
	Annual Program Evaluation	Electronic and Hard Copy	Reports submitted by all (24) LEAs	December 31, 2017

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<u>Data Collection</u> Kristi Peters	Federal Reporting in Consolidated State Performance Report and EdFacts/Education Data Exchange Network (EDEN) files to USDE.	WebSurveyor as well as flags in the Attendance Data Set	Annual counts and participation data for homeless students and McKinney-Vento served population	October 3, 2016
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